

# Important Notice to Bidders

The Governor has determined that all commerce with the Commonwealth of Virginia will utilize one central procurement portal that is common to all agencies. It is called eVa for electronic-Virginia. It is operated under the direction of the Department of General Services (DGS). Beginning with the August 2003 advertisements, all proposals will contain a provision similar to the following:

**Section 102 eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders must register in eVA prior to award of any contracts. ***Failure to register will result in the bid being rejected.***

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee ***plus the appropriate order Transaction Fee specified below.*** eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, and on-line registration. It also includes an electronic bidding system for use for goods and services (not construction). For construction projects, firms will continue to use the Bid Express Internet bidding system.
- b. eVA Premium Vendor Registration Service: ***\$25*** Annual Registration Fee plus Transaction Fee ***plus the appropriate order Transaction fee specified below.*** eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research eVa historical procurement data, as they become available.
- c. ***For orders issued prior to July 1, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.***
- d. ***For orders issued July 1, 2006 and after, the Vendor Transaction Fee is:***
  - i) ***DMBE-certified Woman-Owned Businesses: 1%, capped at \$500 per order.***
  - ii) ***DMBE-certified Minority-Owned Businesses: 1%, capped at \$500 per order.***
  - iii) ***Other Businesses not specified in (i) or (ii) above: 1% capped at \$1,500 per order.***

This provision requires firms to register with eVa and pay the annual fee. The \$25 basic fee (payable directly to eVa), should be all most contractors will need. VDOT will continue to supply all the same services that we have always supplied, including direct mailing of the monthly advertisement schedule. If you are awarded a contract, your firm will be billed a Transaction fee by eVa after your first estimate is generated. This fee of \$500 (or 1%, whichever is less) is charged once for each contract awarded, and is used to defray the cost to operate the eVa system.

The eVa system is completely separate from all other bidding requirements to participate in VDOT's construction program. All contractors still must be prequalified; and firms must be enrolled in BidX, if they desire to bid electronically.

**Note: If your proposal contains the above specification, the contract will be awarded only if you are registered in eVa prior to execution of the contract.**

I understand the registration process is quickly and easily done on line. I suggest that you register at your earliest convenience to avoid Internet registration traffic.

Don Silies  
Contract Engineer